



STAFF REPORT

DATE: January 7, 2020

CONSENT

ITEM #:

AGENDA ITEM: Accept Resignation of Sue Iverson, and Authorize Advertising for Finance Director

SUBMITTED BY: Jake Dickson, Assistant City Administrator

BACKGROUND:

Director Iverson submitted her resignation on December 27th. Her last day with the City will be January 24th.

ISSUE BEFORE COUNCIL:

Does Council accept Sue Iverson's resignation, and authorize advertising for Finance Director?

PROPOSAL:

Staff recommends accepting Iverson's resignation and authorizing the advertising for Finance Director. A copy of the proposed job posting is included in your packet. The only change staff is proposing is to update the language regarding financial statements from monthly to quarterly. Quarterly reports have been submitted to the Finance Committee and Council since 2017 so we want to job description to reflect that.

FISCAL IMPACT:

The estimated annual fiscal impact for Finance Director will be further defined upon recommendation of a candidate. The anticipated hiring range is \$3,161.60-\$3,477.60 bi weekly. The full salary range for the position is \$3,161.60-\$4,109.60 bi-weekly.

RECOMMENDATION:

If removed from the consent agenda:

"Move to accept Sue Iverson resignation, and authorize advertising for Finance Director."

ATTACHMENTS:

Job Posting



The City of Lake Elmo offers competitive pay and benefits in addition to professional development opportunities to all employees. The city's number one value statement is to foster an environment based on trust and ethics. These philosophies and practices help the City in recruiting and retaining exceptional employees.

Accepting Applications for the Position of:

Finance Director

BI-WEEKLY SALARY RANGE: \$3,161.60-\$4,109.60

ANTICIPATED HIRING RANGE: \$3,161.60-\$3,477.60

OPENING DATE: 1/8/20

CLOSING DATE: Open until filled – first round of reviews will start 1/22/2020

POSITION TITLE: Finance Director
DEPARTMENT: Finance
ACCOUNTABLE TO: City Administrator

Primary Objective of Position

This position is responsible to plan, develop, and oversee the City financial functions to provide efficient, effective, and accurate reporting. This includes the oversight and coordination in the preparation of the Comprehensive Annual Financial Report and the annual audit. This position is responsible for the investment and reconciliation of all the City funds and making required bond payments and the bond funding recommendations as needed. This position is also responsible for the coordination of the annual budget and CIP reports. This position provides clear communication and technical support to the City Council, Finance Committee, and City Administrator through reports and presentations.

Essential Functions of the Position

Accounting/Budgeting:

- Supervises all accounting functions, including cash records, control, receivables, payables, subsidiary reports and invoices
- Performs cash flow analysis and supervises bank transactions
- Prepares and distributes **quarterly** financial statements
- Reviews purchase orders and disbursement requests for compliance with City budget
- Maintains financial ledgers, journals, and subsidiary reports
- Conducts analysis of project financing and refinances, and is responsible for preparation and implementation of financing and refinancing
- Supervises the operations and maintenance of computerized accounting system

- Prepares and manages Finance Department budget
- Responsible for financial projections and budget estimates as required
- Maintains the safety of invested funds while maximizing returns on investment in compliance with investment policies and guidelines
- Ensure proper preparation of all withholding reports and deposits, and all monthly and quarterly reports required by law
- Anticipates City cash and liquidity needs and invests funds to provide necessary cash flow

Utility Billing:

- Ensures the proper preparation for utility billing and maintenance of computerized utility billing systems
- Prepares assessments for the County

Employee Relations:

- Responsible for performance of risk management
- Ensures proper preparation of payroll disbursements for all City employees and maintenance of employee records
- Oversees maintenance of computerized payroll system

Supervisory Responsibilities:

- Establishes and maintains policies and procedures for the Department
- Carries out supervisory duties in accordance with the City's policies and applicable laws
- Responsible for training, planning, assigning and directing work
- Responsible for evaluating performance, rewarding employees, disciplining employees
- Responsible for responding to grievances, addressing complaints and addressing problems of employees

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City.

Position Requirements

Knowledge, Skills and Abilities:

- Demonstrates ability to prioritize tasks, solve problems and meet deadlines
- Works well with internal staff and provides them with accurate and timely financial reports and problem resolution when appropriate
- Makes minimal errors completing recurring entries, bank reconciliations, monthly billings, calculations, subsidiary spreadsheets, accounts payable and payroll processing
- Ability to perform with minimal supervision
- Contributes to the team effort and positive image of the Department by consistently providing a high level of support to internal and external customers
- Promptly resolves accounting problems in a constructive and well-documented manner
- Maintain internal and external relationships via in-person, phone, or e-mail with residents, vendors, auditors, staff, realty agents and bank professionals

Education: four-year degree in Accounting, Finance, Business Administration or related field

Requirements: Minimum of five years' experience related field and experience in municipal finance management and municipal accounting

Process basic computers skills, including a good knowledge of and experience using:

- E-mail and Microsoft Outlook
- Web Browsing
- Basic Computer Mapping (Google Maps, Bing)
- Adobe PDF Viewer
- Microsoft Office Products

Desired Qualifications:

- CPA
- Supervisory experience

Physical and Mental Requirements: Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters unexpected and prolonged workdays and stress and pressure from dealing with emotional issues and conflicts. There is also sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects. The individual may encounter unexpected and prolonged workdays and stress and pressure from dealing with emotional issues and conflicts.

***The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

Working Conditions: Most work is performed in an office setting

Competencies Common to All City Positions:

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities
- Represent the City of Lake Elmo in a professional manner to the public, outside contacts and constituencies

***The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

THIS POSITION IS OPEN UNTIL FILLED, WITH THE FIRST ROUND OF REVIEWS TAKING PLACE 1/22/20

SEND COVER LETTER, RESUME, LAKE ELMO APPLICATION AND REFERENCES TO:

CITY OF LAKE ELMO

ATTN: Jake Dickson, ASSISTANT CITY ADMINISTRATOR

3880 LAVERNE AVENUE NORTH, Suite 100, LAKE ELMO, MN 55042

PLEASE VISIT OUR WEBSITE AT WWW.LAKEELMO.ORG FOR ADDITIONAL INFORMATION/APPLICATION OR CONTACT US AT 651.747.3900

CITY OF LAKE ELMO IS AN EQUAL OPPORTUNITY EMPLOYER